

ILLINOIS ATTORNEY GENERAL LISA MADIGAN
APPLICATION FOR LAW CLERK POSITION

INSTRUCTIONS

Current law students who would like to serve as law clerks in the office of Illinois Attorney General Lisa Madigan are asked to:

1. Fill out this application form;
2. Fill out the background check authorization form (attached);
3. Attach a current resume; and
4. Mail or fax the entire packet to:

Joe Zecchin
Human Resources Program Manager
Illinois Attorney General's Office
100 W. Randolph St., 11th Fl.
Chicago, IL 60601

Fax No. (312) 814-4259

You may include a very brief cover letter if you wish, but you are not required or encouraged to do so. When filling out this application form and attachments, **PLEASE TYPE OR PRINT CLEARLY IN BLACK OR BLUE INK.**

Inquiries or questions regarding this application or the Law Clerk Program may also be directed to Joe Zecchin at (312) 814-8413 or jzecchin@atg.state.il.us.

The Illinois Attorney General's Office is an equal opportunity employer. The Office considers applicants without regard to race, color, religion, sex, national origin, sexual orientation, age, marital or veteran status, or the presence of a non-job-related medical condition or disability.

PART ONE

BACKGROUND

GENERAL INFORMATION

Name _____
FIRST MIDDLE LAST

Law school _____ City _____ State _____

Current status (circle one): 1L 2L 3L Current overall GPA _____

Undergraduate school _____ City _____ State _____

Year of graduation _____ Degree _____ Undergraduate overall GPA _____

CURRENT CONTACT INFORMATION

Street address _____

City _____ State _____ Zip _____

Home phone _____ Cell or work phone _____

Preferred current e-mail address _____

In the past, the Attorney General's Office and law clerk applicants have found it convenient to correspond by e-mail.
May we contact you by e-mail at the above e-mail address? (circle one) YES NO

CONTACT INFORMATION DURING SERVICE AS LAW CLERK (IF DIFFERENT) OR ANY ALTERNATIVE CONTACT INFORMATION (IF AVAILABLE)

Street address _____

City _____ State _____ Zip _____

Home phone _____ Cell or work phone _____

Alternate e-mail address _____

Additional comments (optional):

PRIOR WORK IN OUR OFFICE

Have you worked in our office before? (circle one) YES NO

If yes, please briefly describe your work (division or bureau, supervisor, dates of service, etc.):

PART TWO
YOUR INTEREST IN SERVING AS A LAW CLERK

PROPOSED DATES AND HOURS

We generally expect that law clerks work at least 12 hours per week for at least 8 consecutive weeks, although many law clerks choose to work longer hours for a greater number of weeks, and some preference may be given to law clerks who are able to work a greater number of weeks or hours per week. Please indicate approximately when you would be able to begin working as a law clerk, when you would plan to stop working, the total number of weeks you would work, and how many hours per week you would be available to work.

Start date _____ End date _____

Total number of weeks _____ Hours per week _____

OFFICE LOCATION

Many law clerks seek a position in our Chicago office. We strongly encourage you to consider our Springfield or Carbondale office. Because relatively few law clerks work in these offices, applying to work in one of these offices will increase your chances of being accepted and receiving the assignment you desire.

Where would you like to serve as a law clerk? (circle one) CHICAGO SPRINGFIELD CARBONDALE

ASSIGNMENT

Please indicate your assignment preference by using the number "1" for first choice, "2" for second choice, and "3" for third choice. Although we will do our best to honor your preferences, we cannot make any guarantees. You can increase the chance that we will be able to honor your preferences by requesting an assignment in Springfield or Carbondale.

Chicago Placements

_____ Appeals (Civil)
_____ Appeals (Criminal)
_____ Consumer Protection
_____ Crime Victim Services
_____ Criminal Enforcement
_____ Environmental & Asbestos Litigation
_____ Government Representation
_____ Policy & Legislative Affairs
_____ Public Interest

Springfield and Carbondale Placements

_____ Consumer Protection
_____ Criminal Enforcement
_____ Environmental & Asbestos Litigation
_____ Government Representation
_____ Policy & Legislative Affairs (Springfield Only)

Additional comments (optional):

Additional comments (optional):

PART THREE
LAW SCHOOL CREDIT & FINANCIAL ASSISTANCE

LAW SCHOOL CREDIT

If invited to serve as a law clerk, will you seek academic credit for your service? (circle one) YES NO

If yes, what is the minimum number of hours you will need to serve in order to receive such credit? Based on the policies of your law school, please indicate either (1) the total number of hours you must work over the course of the term (*e.g.*, at least 150 hours), or, alternatively, (2) the number of weeks and the number of hours per week you must work (*e.g.*, at least 12 weeks for at least 15 hours per week):

EXTERNAL FINANCIAL ASSISTANCE

Some law schools and organizations provide stipends to students in public interest internships.

Will you be receiving any external financial assistance? (circle one) YES NO

If yes, from what source?

If no, have you pursued all possible sources of external financial assistance, including those available through your law school? (circle one) YES NO

PART FOUR
ADDITIONAL MATERIALS AND NOTES

BACKGROUND CHECK

Like other law-enforcement offices, we must check the background of every person who seeks a position in our office, whether compensated or uncompensated. Therefore, we ask you to complete the attached background check authorization and return it with this application form. Thank you for your cooperation.

711 LICENCE

If you are a second-year student, we encourage you to apply for a 711 license, which will allow you to appear in court under certain circumstances and under the supervision of an Assistant Attorney General. You are responsible for initiating the application process. Ask your law school for more information.

ADDITIONAL COMMENTS (OPTIONAL)

If you have any additional comments, please feel free to state them below, under your signature.

CERTIFICATION

I certify that all of the statements contained in this application form and attachments are true to the best of my knowledge.

SIGNATURE

DATE

ATTORNEY GENERAL OF ILLINOIS
LAW CLERK PROGRAM

AUTHORIZATION FOR BACKGROUND CHECK

TO WHOM IT MAY CONCERN:

I authorize the Illinois Attorney General's Office to conduct a complete background investigation on myself, including, but not limited to, personal information, criminal background, driver's license history, credit history, and ARDC information.

LAST NAME (PRINTED)

FIRST NAME

MIDDLE NAME

SOCIAL SECURITY NUMBER

DRIVER'S LICENSE # and/or STATE I.D.#

STATE ISSUED

SIGNATURE

DATE